

## Department of State – 2010 Cairo International Biennale

**Program Office:** Educational and Cultural Affairs Bureau  
**Funding Opportunity Title:** Official U.S. Presentation at the 12<sup>th</sup> Cairo International Biennale, Cairo, Egypt  
**Announcement Type:** Cooperative Agreement – Initial  
**Funding Opportunity Number:** S-LMAQM-10-RFA-003  
**Deadline for Applications:** April 16, 2010  
**CFDA** 00.000

### ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Direct funding for non-U.S. entities is not available under this announcement. The Department of State encourages organizations that have not previously received international program funding from the U.S. Government (USG) to apply under this announcement.

#### Cost Sharing or Matching

This program does not require cost sharing.

#### Other Special Eligibility Criteria

Not Applicable.

### AGENCY CONTACT INFORMATION

**Planning and budgeting for exhibitions is a complicated process, and requires that you first obtain a complete set of documents.** Documents are attached to the Request for Proposal - Official U.S. Representation at the 12<sup>th</sup> Cairo International Biennale (December, 2010 – February, 2011), Cairo, Egypt, on the Grants.gov website at: <http://www.grants.gov>.

- A) Please do not submit a proposal without first discussing your project with Alan Cross in the Cultural Programs Office at the U.S. Department of State at:  
E-mail: [crossa@state.gov](mailto:crossa@state.gov) (*Preferred method of communication*)  
Phone: (202) 632-6407
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

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## **EXECUTIVE SUMMARY**

The Department of State's Cultural Division (ECA/PE/C/CU) is pleased to announce an open competition for assistance awards through this Request for Proposals (RFP). ECA/PE/C/CU requests proposals from U.S. non-profit museums, galleries, and visual arts organizations to organize official U.S. representation at the 12<sup>th</sup> Cairo International Biennale, in Cairo Egypt, from December 2010 – February, 2011.

Precise opening/closing dates for the 2010 Biennale have yet to be announced, but will be posted on Grants.gov and the ECA website as soon as they are made known (in the past, exhibitions have generally been held from mid-December through late February). Applicants are requested to propose exhibitions that represent the most interesting work being made in the United States now.

The Biennale has significant participation from Europe, Asia and Latin America, although art from Arab and Muslim countries predominates. In 2008, approximately 75,000 visitors viewed the exhibition during the two month period in which it was presented. Generally, the organizers of the Biennale plan seminars, discussions, and film screenings in conjunction with the exhibition, which receives significant media coverage.

Pending availability of funds, the State Department will make up to **\$150,000** available for all aspects of exhibition development, preparation, production, installation, and the return or onward shipping of the exhibition at the Biennale's end, and the travel of curators and key participants.

Additional funds may be available for a publication and public programs organized by the curators in consultation with the US Embassy in Cairo and the Cultural Programs Office of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy in Cairo.

## **BACKGROUND**

The Cairo International Biennale, originally established in 1989 as an international exhibition devoted to painting and sculpture, has expanded in recent years to include work in all media. In 2008, Jennifer Steinkamp represented the U.S. with Kimberli Meyer, Director of the MAK Center, as Commissioner. Ms. Steinkamp's exhibit was entitled *Dervish Cairo* and included both prints and video installations. In 2006, Daniel Joseph Martinez represented the U.S., with Gilbert Vicario of the Museum of Fine Arts Houston, as Commissioner. Mr. Martinez received the Hathor Prize for his project, titled *The Fully Enlightened Earth Radiates Disaster Triumphant*.

The sponsoring organization for the Biennale is the National Center of Fine Arts of the Ministry of Culture of Egypt, which is responsible for programs at all state owned museums and galleries (with the exception of the Museums of Antiquities). The biennale is presented at the Center of Fine Arts in Zamalek; in the gardens surrounding the Center and in the galleries and gardens of the Palace of Art, the largest and principal venue. Each of the sites is within easy reach of the others.

## **SCALE OF VENUE**

The largest venue is the Museum of Modern Egyptian Art and additional gallery spaces located on the "cultural campus" surrounding the Cairo Opera House in the Gezira quarter. On average,

artists are allocated up to 49 running feet of wall space. Recent installations have made use of approximately 12 x 12 to 20 x 20 foot gallery spaces in the Museum.

## **GUIDELINES**

It is the strong preference of the organizers of the Biennale that American participation reflects recent trends in contemporary art in the United States. In deference to local mores and customs, works should not deal with sexual themes or include nudity. The organizers have also requested that projects requiring complex construction be avoided.

Work exhibited must have been produced within the previous two years. Certain size limitations for work may apply. Please check.

No religious images or symbols of any kind may be incorporated into exhibited artworks. An international jury will make a variety of modest cash awards (in Egyptian pounds).

### **I. FUNDING OPPORTUNITY DESCRIPTION**

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

### **II. AWARD INFORMATION**

Award Amount: **\$150,000**

Type of Award: **Cooperative Agreement**

Fiscal Year Funds: **FY-2010**

Approximate Number of Awards: **1**

Anticipated Award: Pending availability of funds: **1 July, 2010**

Anticipated Project Completion Date: **30 March, 2011**

Additional Information: **None**

### **III. ELIGIBILITY REQUIREMENTS**

#### **1. Eligible Applicants**

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Eligible applicants are U.S.-based non-profit museums, galleries, and visual arts organizations. ***Independent curators wishing to apply must seek affiliation with a non-profit institution to take on the responsibility of fiscal management for the project.***

#### **2. Participating curators must be U.S. citizens or have permanent resident status in the U.S. Artists whose work is proposed for representation must be U.S. citizens.**

#### **3. Cost Sharing or Matching**

This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since

cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. In addition, past experience has shown that overall costs are considerably higher than actual U.S. Government funding.

4. Other Special Eligibility Criteria  
Not Applicable.

#### IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: **7 months**

Award Amount: **\$150,000** is available for this grant program, pending availability of funds.

#### IMPORTANT DATES

|                           |   |
|---------------------------|---|
| Proposal RECEIPT Deadline | April 16, 2010                            |
| Applicant Notification    | July 1, 2010                              |
| Press Release goes out    | July 15, 2010                             |
| Exhibition Dates          | mid-December, 2010 to late February, 2011 |

Proposals will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of experts in American contemporary visual arts convened by the National Endowment for the Arts on behalf of the U.S. Department of State to review and make recommendations for exhibitions to represent the U.S. at major international exhibitions. The Bureau of Educational and Cultural Affairs expects to announce its decision by **July 1, 2010**.

**Application Submission Process:** *Applicants must submit proposal project descriptions ELECTRONICALLY using Grants.gov.* Thorough instructions on the application process are available on the:

<http://www.grants.gov> and <http://www.exchanges.state.gov/cultural/biennales/grants.html> Websites. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. For questions about this solicitation, contact Alan Cross, Visual Arts Program Officer, Bureau of Educational and Cultural Affairs, at:

E-mail: [crossa@state.gov](mailto:crossa@state.gov), (*Preferred method of communication*)  
Phone: (202) 632-6407

IN ADDITION to the electronic submission to Grants.gov, a hard copy application, with all required appendices (see pages 7 & 8) and work sample material is required. Because of lengthy mail delays to many government agencies and security screening that may harm support materials, please use a commercial delivery service to send your application to:

**Alan Cross, Visual Arts Program Officer**  
**ECA/PE/C/CU, SA-5, Floor 3-K14**  
**U. S. Department of State, 2200 C Street, NW**  
**Washington, DC 20522-0503**  
**Telephone: (202) 632-6407**  
**E-mail: [crossa@state.gov](mailto:crossa@state.gov)**

Be sure to notify the Program Officer when your application has been sent for delivery!

**Application Deadline:** All applications must be received on or before **April 16, 2010, 11:59 p.m. eastern standard time**. Applications received after 11:59 p.m. will be ineligible and will not be considered. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

**All applicants must register with Grants.gov prior to submitting an application.**

*Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.* Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register:

- (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711;
- (2) Register with Central Contractor Registry (CCR);
- (3) Register yourself as an Authorized Organization Representative (AOR); and
- (4) Be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov).

Please note that your CCR registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

**Application Content:** Applicants must follow the RFP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposals may not exceed 8 single-spaced, single-sided pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 6 below. Organizations are NOT permitted to submit multiple proposals. The proposal must consist of the following:

**Section 1 - Application for Federal Assistance (SF-424):**

Information regarding this form can be found on-line at:

[http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp)

**Section 2 - Abstract:**

The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

**Section 3 – Project Goals/Implementation Plan:**

The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition, up to three pages, single-spaced, single-sided. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)
- NAME OF CURATOR
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative that includes:

- (a) The curatorial vision for the works to be presented or commissioned. If the artist(s) plan(s) to develop new work or create an installation specifically for the event,
  - describe the intention and approach of the artist(s) to the project;
  - outline how the artist(s) intends to realize the project;
  - provide a rough production schedule.
- (b) A discussion of why the proposed exhibition should represent the U.S. at this particular event at this time.

#### **Section 4 - Organizational Capability:**

Applications must include a clear description of the applicant's management structure, previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

#### **Section 5 - Appendices:**

Proposal submission must include the appendices, **a-e**, detailed below. Appendix **f** is optional. Only the appendices **a-f** may be included as part of the application:

- (a) **Budget (Required): Include all anticipated expenses for exhibition preparation and implementation with the following budget considerations for Cairo:**

- Include costs associated with trips to Cairo before and during the Biennale by exhibition personnel. During the visit to Cairo, the Cultural Affairs Office (CAO) staff at the U.S. Embassy will be available to assist with estimates for actual costs associated with project needs, including construction and installation. The staff also will also assist with visits to Biennial venues and meetings with key organizers of the Biennial.
- Public relations costs should include letterhead, press photos, CDs, and any other image media, translation into Arabic for press releases, catalogues and other publications. At least **\$15,000** should be budgeted for production of publications.
- Up to **\$15,000** should be allocated for public programs planned by the curator, in consultation with the Bureau's Program Office and the Cultural Affairs Office at the U.S. Embassy in Cairo, to coincide with the exhibition.
- Upon selection, curators will meet with key organizers of the exhibition and Cultural Affairs staff to review actual project needs and develop a revised budget. Any sums required over and above the line item allocations will be the responsibility of the curator and sponsoring organization.
- Curators should ensure the exhibition is self-sufficient and shipped with all the tools and supplies needed for installation and dismantling – acquiring or renting equipment

- in Cairo can be problematic. Audio-visual equipment and other exhibition materials (signage, banner, bases, tools, and hardware) should be shipped with the exhibition.
- The Cultural Affairs Office of the U.S. Embassy in Cairo will be the liaison for shipping the exhibition.
  - All materials employed in the exhibition installation require fire safety certification.
- (b) **Resumes/CVs:** Provide biographical summaries of no more than one (1) page each of the curator, designers(s), and all other key personnel involved in the project.
- (c) **Letter of Authorization:** Provide a letter of authorization to apply signed by the director or other legally responsible party of the applicant organization, or sponsoring institution. Failure to provide such a letter will result in the proposal being declared technically ineligible.
- (d) **Work Sample CD/DVD:**
- Provide visual samples of actual works proposed for the exhibition in the format that best represents the work for the panel's review. If the artist(s) plans to develop a new work for the exhibition, visual documentation should reflect most recent work or work related to the proposed project. Only digital images on a CD or DVD will be accepted.
  - Provide one copy of up to 20 electronic images, with titles, in JPEG or TIFF. Image size should be consistent. Suggested size is 640x480 ppi. PowerPoint format is preferred, but not required. Label the CD with the name of the artist(s). Label the DVD with the artist's name and designate the track to view.
- (e) **Work Sample Sheet:** Include a page with the name of the artist(s) as the heading and the following information for each image, title, date, media, dimensions, and if appropriate a description of the work represented.
- (f) **Additional supporting materials,** such as drawings or publications, are welcome, but are not required. These will not be returned.

## V. AWARD SELECTION CRITERIA

**Evaluation Criteria:** Applicants should note that the following criteria:

- 1) Serve as a standard against which all proposals will be evaluated, and
- 2) Serve to identify the significant matters that should be addressed in all proposals.

Proposals for the 12<sup>th</sup> Cairo International Biennale will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American contemporary art convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

Eligible proposals will be reviewed by FACIE based on the following criteria:

- Artistic excellence
- Artistic merit, which includes:
  - Extent to which proposal represents the vitality and diversity of contemporary U.S. art
  - Suitability of the exhibition for the specific venue and the specific time

- Ability of applicant to carry out the proposed exhibition
- Record of professional activity and achievement by individuals and/or organizations involved

## VI. AWARD ADMINISTRATION INFORMATION

**Award Notices:** The co-operative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

**Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports no more than 30 days following the end of each calendar year quarter (March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>). Progress reports at a minimum should be submitted via electronic mail to: [AQMGrants@state.gov](mailto:AQMGrants@state.gov) and [crossa@state.gov](mailto:crossa@state.gov). A final certified financial report and program report must be submitted to the Grants or Principal Officer within 90 days after the award period end date.

Along with the Federal Financial Report (Form SF-425), the grantee is required to submit page 1 of the Performance Progress Report (Form SF-PPR). Both forms can be downloaded from OMB's website at: [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/)

ECA encourages grantees to compile progress reports according to the objectives/goals of the project, as outlined in the proposal and statement of work provided in the grant. For each objective/goal, reports should include:

- significant activities of the period and how activities reflect progress toward achieving goals;
- evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- any problems/challenges in implementing the program and a corrective action plan;
- evaluation of accomplishments with quantifiable information on goals and objectives to date as available;
- an update on expenditures during the quarter;
- supporting documentation or products related to project activities (such as articles, meeting list and agenda, manuals, etc.).

Quarterly progress reports should also reflect the grantee's continued focus on measuring the project's impact on the overarching goals, problems or opportunities the project seeks to address. Assessment of the overall project impact, as appropriate, should be included in each quarterly progress report.

ECA reserves the right to request additional programmatic and/or financial program information during the grant period.

**The regulations relevant to this award are:**

- Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220

- 22 CFR Part 135 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 22 CFR Part 145 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (this file is in "rich text format" because of its size and complexity).
- Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215
- Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230
- Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)

**Issuance of this RFP** does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

## **VII. DISCLAIMER**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.